

POTOMAC RECREATION ASSOCIATION PROGRAM

BUDGET ESTIMATES

FISCAL YEAR 1958

A. FRANCHISE FEES

Team franchise fees are a major item in the yearly budget. These franchise fees cover expenses for:

- a. Officials
- b. Services
- c. Use of athletic fields and facilities

Since the PRA is sponsoring these activities it is suggested that we bare at least part of this cost.

| <u>Basketball</u> | <u>NO. OF TEAMS</u> | <u>COST</u> | <u>BUDGET REQUIRED</u> |
|----------------------|---------------------|-------------|------------------------|
| Men's League | 6 @ \$45.00 | \$270.00 | \$150.00 |
| Womens's League | 2 @ \$45.00 | 90.00 | 90.00 |
| <u>Softball</u> | | | |
| Men's League | 16 @ \$40.00 | \$640.00 | \$280.00 |
| Women's League | 2 @ \$35.00 | 70.00 | 70.00 |
| <u>Toughfootball</u> | | | |
| Men's League | 6 @ \$18.00 | \$108.00 | \$ 60.00 |
| | | | <u>650.00</u> |

B. TROPHIES

| | | | |
|-------------------------|----|----------|---------------|
| <u>Bowling</u> | 62 | \$ 75.00 | \$ 75.00 |
| <u>Golf</u> 3 Leagues | 30 | \$ 75.00 | \$ 75.00 |
| <u>Tennis</u> 2 Leagues | | \$ 50.00 | \$ 50.00 |
| <u>Softball</u> | 14 | \$ 98.00 | \$ 98.00 |
| <u>Toughfootball</u> | 6 | \$ 40.00 | \$ 40.00 |
| | | | <u>338.00</u> |

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C. GENERAL CONTRIBUTIONS

NO. PARTIC.
25

BUDGET REQUIRED
\$100.00

PENTAGON CHORAL CLUB

The Pentagon Choral Club has a membership of approximately 52, and Agency Employees (20) represent 35% of the total. Their performances are of a charitable nature and concerts, in addition to those for special Holiday services at the Pentagon, are given at Fort Belvoir General Hospital, Children's Hospital, Lorton Reformatory, the Christmas Tree Lighting Ceremony on the Ellipse and without charge before other similar audiences. A concert was given for CIA employees during the past year in the R&S Auditorium and it is hoped that the performance will become a semi-annual or a yearly affair. The members help defray the expenses of the director's salary through their annual dues of one dollar. The Pentagon Welfare Association contributed during the past year six hundred dollars or more toward the support of the Choral Club. In view of the expense involved (one new set of music alone amounts to \$25.00), CIA employees' participation, and the charitable nature of the organization, it is suggested that financial support be given in some form to the club.

| | | |
|------------------------------------|-----|----------|
| <u>RIFLE AND PISTOL CLUB</u> | 45 | \$ 20.00 |
| <u>SWIMMING CLUB</u> | 100 | 50.00 |
| <u>TOASTMASTERS CLUB</u> | 35 | 20.00 |
| <u>D. C. RECREATION NEWSLETTER</u> | | 15.00 |
| <u>FOOTBALL CONTEST</u> | 500 | 90.00 |
| | | 295.00 |

D. EQUIPMENT PURCHASES

The following list is compiled from quotations received from Mitchel's Sporting Goods Store, a firm which we have had successful dealings with for two years:

| <u>Item</u> <u>On Hand</u> | <u>Additional</u> <u>Quantity Required</u> | <u>Unit Cost</u> | <u>Total Cost</u> | <u>Budget</u> <u>Required</u> |
|-------------------------------|---|------------------|-------------------|----------------------------------|
| Footballs 0 | 1 | \$ 9.95 | \$ 9.95 | \$ 9.95 |
| Badminton Set 1 | 1 | 22.80 | 22.80 | 22.80 |

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|-------------------------------|---|------------------|-------------------|----------------------------------|
| Volleyballs 2 | 1 | \$18.50 | \$18.50 | \$18.50 |
| Horseshoe Set 1 | 1 | 17.90 | 17.90 | 17.90 |
| Softball bat 4 | 6 | 1.65 | 9.90 | 9.90 |
| Softball 7 | 6 | 1.60 | 9.60 | 9.60 |
| | | | | <u>88.65</u> |

E. MISCELLANEOUS

On November 1957, and June 1958 the sums of \$400.00 and \$600.00, respectively, were advanced to the PRA for purposes of carrying out the activities of the Recreation Program through 30 June 1958. These were the only funds advanced for the PRA Recreation Program for Fiscal 1958. It is recommended that this sum (\$1000.00) be applied against the budget requirements for the Fiscal Year 1958.

F. SUMMARIES

| <u>Item</u> | <u>Cost</u> | <u>Budget Required</u> |
|--------------------------|-------------|------------------------|
| 1. Franchise Fees | \$1178.00 | \$650.00 |
| 2. Trophies | 338.00 | 338.00 |
| 3. General Contributions | 295.00 | 205.00 |
| 4. Equipment | 104.50 | 88.65 |
| | | <u>\$1281.65</u> |

Total Advanced \$1000.00

Balance Due \$281.65

STATINTL

 Recreation Officer

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Brief STAT

15 December 1958

STATINTL

MEMORANDUM FOR:



SUBJECT: CIA Welfare Assistance Board Meeting

1. There will be a meeting of the CIA Welfare Assistance Board in my office at 11:00 A.M. on Friday, December 19, 1958.
2. We plan to discuss the following subjects:
 1. Brief History of CIA Welfare Assistance and Recreation Program.
 2. Current Policy and Responsibilities of the Welfare Board.
 3. Review of Activities and Expenditures from last meeting to date.
 4. Recreation Budgets for 1958 and 1959.
3. Copies of the Recreation Budgets for 1958 and 1959 are attached for your review prior to the meeting.

Gordon M. Stewart
Gordon M. Stewart
Chairman

Enclosures:
1958 Recreation Budget
1959 Recreation Budget

BRIEF HISTORY OF CIA WELFARE ASSISTANCE AND RECREATION PROGRAM

CIA has actively administered an emergency assistance program since 1947 when the sum of \$500 was borrowed from General Services Incorporated to establish an assistance fund. This loan was repaid to GSI in 1948 and GSI began donating 10% of the net operating profits from the Q Building cafeteria to support the fund. In later years, these donations were increased and are now based by GSI on a pro-rated return to all agencies in which they operate cafeterias.

Independent of the welfare program, interested employees and officials undertook a review of Agency recreational programs in 1951 and, as a result, the Potomac Recreation Association was formed in 1952. Members of the PRA paid dues of \$1.00 and it was planned that recreational activities would be supported by participating members. Soon thereafter, the CIA Employee Welfare Fund was established and the functions of its predecessor restated so as to encompass welfare, health, safety and recreational activities generally. This change enabled the Welfare Fund to allocate funds for recreational purposes which is one of the principal purposes for which these funds are intended under the GSI agreement. The Fund was established at this time as the overall welfare organization of the Agency with the additional purpose of contributing as liberally as possible to the recently created PRA in support of its activities.

Later, in 1953, the Director of Central Intelligence established the CIA Welfare Board, which was reconstituted in April 1955 as the CIA Welfare Assistance Board under which the present welfare assistance program now operates. Recreational activities have continued to receive substantial support from the welfare fund throughout this period.

Various difficulties in conducting the activities of the PRA prompted its President to recommend in April 1954 that the Director of Personnel be assigned responsibility for developing and implementing a recreation and welfare program

for Agency employees, including the activities then supervised by PRA. This responsibility was accepted but it was decided to retain PRA as an institution for use as cover in making extra-Agency contacts. It was decided, both for practical reasons and because the General Counsel ~~advised~~ advised that it was desirable to do so from a legal point of view, that all Agency employees were to become members of PRA by virtue of their Agency employment; at the same time, \$1.00 membership fees were discontinued.

In June 1955, two new officers were appointed to replace PRA officers whose terms of office had expired. One of these was the Recreation Officer serving on the staff of the Director of Personnel. Since that time, the terms of all officers have expired and PRA officials have taken no action to elect new officers. For more than three years, only two officers of the defunct PRA have been actively engaged in the recreation program: the PRA treasurer, whose sole function at present is to sign checks, and the Recreation Officer who is in fact carrying out his duties as a member of the Office of Personnel. Funds for recreational purposes, except for expenses actually borne by employees who participate in specific activities, are approved by the Welfare Board and paid over to the treasurer. PRA accounts are maintained by the Recreation Officer.

CURRENT POLICY AND RESPONSIBILITIES OF THE WELFARE ASSISTANCE BOARD

The policy of the CIA Welfare Assistance Board, as stated in its bylaws, is as follows:

Welfare funds shall be made available to render CIA employees emergency assistance for welfare, health, safety and for recreation from a financial and/or material standpoint. Whatever means are deemed appropriate shall be utilized to promote the general welfare of CIA employees.

The responsibilities of the Board are described in the bylaws as follows:

In fulfilling its responsibilities, either delegated or assumed, the Board shall be fully responsible for the collection, receipt, custody, and expenditure of such funds as may be contributed, donated, or otherwise accrued for use in promoting the general welfare of the employees of this Agency.

We mentioned, in outlining the history of welfare and recreational activities, that the scope of the Board's function had purposely been defined to include support of recreational activities. We also described the abandonment of the PRA organization as an active body. We submit to the Board now the proposal that it take official cognizance of the fictional nature of the PRA and allocate funds for recreational purposes directly to the Recreation Officer.

The auditor has pointed out that the PRA has failed to comply with its own constitution in the following respects:

1. The Association is not incorporated.
2. Officers are not elected annually.
3. An Auditing Committee has not been appointed.

In view of its present status, it seems uneconomical and inefficient to incorporate and administer the PRA machinery initially contemplated. While we appreciate that the Board does not have the technical authority to abolish PRA, we believe that we can suggest that you adopt the position of its last officers and ignore its creation. We propose that ~~it~~ this be accomplished by requesting the PRA Treasurer to return to the Board any ^{unobligated} funds on hand which were allocated by the Board. This would have the effect of exhausting PRA's fund, the last

visible means of its existence. The Board would continue its support of recreational activities by direct allocation to the CIA Recreation Officer with disbursements made to him by the Executive Secretary of the Board in accordance with a previously approved budget. The Director of Personnel, in his capacity as such and as Chairman of the Board would provide continuing supervision of the Recreation Officer's operations.

While we recognize that it will create opportunities for confusion in the record, we believe that the advantages of continuing to use Potomac Recreation Association as a cover title outweigh any problems which might result for the historian. We do therefore propose to retain that title with the clear understanding that there is, in fact, no such organization.

The following resolution is proposed to accomplish this proposal:

RESOLVED that the Executive Secretary is empowered to disburse funds upon request
/to the CIA Recreation Officer within the limits of availability of funds and of the recreation budget approved by the Board.

FURTHER RESOLVED that the Chairman of the Board will provide continuing supervision to the CIA Recreation Officer in his use of funds so disbursed.

~~FURTHER RESOLVED that the CIA Rec~~

Review of Welfare Activities and Financial Status

1. The last meeting of the CIA Welfare Assistance Board was held in September 1956. Since this meeting 84 Welfare Loans have been made totaling \$7187.28. As of 30 November 1958 26 loans remain on the books as open accounts in the amount of \$1587.61.
2. Five (5) loans, totaling \$345.00, were charged off in April 1958 as uncollectible. These were extreme hardship cases in which payment could not or even should be expected in the foreseeable future.
3. Financial status as of 30 November 1958:

| | | |
|---|------|-------------|
| (a) Cash on hand and in Bank (Credit Union) | | \$4529.09 |
| Balance on Outstanding Loans | | \$1587.61 |
| (b) Received From GSI - 1957 | | \$1522.26 |
| | 1958 | \$1484.00 |
| | 1959 | \$ 669.13 |
| (c) Given to PRA | 1957 | \$1235.00 |
| | 1958 | \$1281.65 * |
| | 1959 | 300.00 * |

* Advanced without prior approval of Board

POTOMAC RECREATION ASSOCIATION PROGRAM

BUDGET ESTIMATES

FISCAL YEAR 1958

A. FRANCHISE FEES

Team franchise fees are a major item in the yearly budget. These franchise fees cover expenses for:

a. Officials

b. Services

c. Use of athletic fields and facilities

Since the PRA is sponsoring these activities it is suggested that we bear at least part of this cost.

| <u>Basketball</u> | <u>NO. OF TEAMS</u> | <u>COST</u> | <u>BUDGET REQUIRED</u> |
|----------------------|---------------------|-------------|------------------------|
| Men's League | 6 @ \$45.00 | \$270.00 | \$150.00 |
| Women's League | 2 @ \$45.00 | 90.00 | 90.00 |
| <u>Softball</u> | | | |
| Men's League | 16 @ \$40.00 | \$640.00 | 280.00 |
| Women's League | 2 @ \$35.00 | 70.00 | 70.00 |
| <u>Touchfootball</u> | | | |
| Men's League | 6 @ \$18.00 | \$108.00 | 60.00 |
| | | | <u>\$650.00</u> |

B. TROPHIES

| | | | |
|-------------------------|----|----------|-----------------|
| <u>Boxing</u> | 62 | \$ 75.00 | \$ 75.00 |
| <u>Golf</u> 3 Leagues | 30 | 75.00 | 75.00 |
| <u>Tennis</u> 2 Leagues | | 50.00 | 50.00 |
| <u>Softball</u> | 14 | 98.00 | 98.00 |
| <u>Touchfootball</u> | 6 | 40.00 | 40.00 |
| | | | <u>\$338.00</u> |

C. GENERAL CONTRIBUTIONS NO. PARTIC. BUDGET REQUIRED

PENTAGON CHORAL CLUB 25 \$100.00

The Pentagon Choral Club has a membership of approximately 52, and Agency Employees (20) represent 35% of the total. Their performances are of a charitable nature and concerts, in addition to those for special Holiday services at the Pentagon, are given at Fort Belvoir General Hospital, Children's Hospital, Lorton Reformatory, the Christmas Tree Lighting Ceremony on the Ellipse and without charge before other similar audiences. A concert was given for CIA employees during the past year in the R & S Auditorium and it is hoped that the performance will become a semi-annual or a yearly affair. The members help defray the expenses of the director's salary through their annual dues of one dollar. The Pentagon Welfare Association contributed during the past year six hundred dollars or more toward the support of the Choral Club. In view of the expense involved (one new set of music alone amounts to \$25.00), CIA employees' participation, and the charitable nature of the organization, it is suggested that financial support be given in some form to the club.

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| <u>FOOTBALL CONTEST</u> | 500 | <u>90.00</u> |
| | | \$205.00 |

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|-------------------------------|---|----------------------------|-----------------------------|----------------------------------|
| Footballs 0 | 1 | \$9.95 | \$9.95 | \$9.95 |
| Badminton Set 1 | 1 | 22.80 | 22.80 | 22.80 |

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|-------------------------------|---|----------------------------|-----------------------------|----------------------------------|
| Volleyballs 2 | 1 | \$18.50 | \$18.50 | \$18.50 |
| Horseshoe Set 1 | 1 | 17.90 | 17.90 | 17.90 |
| Softball bat 4 | 6 | 1.65 | 9.90 | 9.90 |
| Softball 7 | 6 | 1.60 | 9.60 | 9.60 |
| | | | | <u>88.65</u> |

E. MISCELLANEOUS

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F. SUMMARIES

| <u>Item</u> | <u>Cost</u> | <u>Budget Required</u> |
|--------------------------|-------------|------------------------|
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| 2. Trophies | 338.00 | 338.00 |
| 3. General Contributions | 295.00 | 205.00 |
| 4. Equipment | 104.50 | 88.65 |
| | | <u>\$1281.65</u> |

Total Advanced 1000.00

Balance Due 281.65

Recreation Officer

STATINTL

POTOMAC RECREATION ASSOCIATION PROGRAM

BUDGET ESTIMATES

FISCAL YEAR 1959

A. FRANCHISE FEES

Team franchise fees are a major item in the yearly budget. These fees cover expenses for:

- a. Officials (umpires, referees)
- b. Services (instructors, schedules, trophies)
- c. Maintenance and use of fields and gymnasiums.

Since the Potomac Recreation Association is sponsoring these activities, it is suggested that Welfare Funds continue to support part of this cost. A franchise fee breakdown is as follows:

| Activity | No. of Agency Participants | Teams | Total Cost | Budget Required |
|-------------------|-------------------------------|-----------|---------------|--------------------|
| Basketball | | | | |
| Men's League | 60 | 6 @ \$45 | \$270.00 | \$150.00 |
| Women's League | 25 | 2 @ 45 | 90.00 | 90.00 |
| Softball | | | | |
| Men's League | 320 | 16 @ \$50 | 800.00 | 400.00 |
| Women's League | 30 | 2 @ 40 | 80.00 | 80.00 |
| Football | | | | |
| Men's League | 60 | 6 @ 18 | 108.00 | 108.00 |
| | | | | <u>\$828.00</u> |

B. TROPHIES - Tournament Awards

| | | | |
|--------------------|-----|--------|-----------------|
| Bowling (Duck pin) | 324 | 100.00 | 100.00 |
| Bowling (Ten pin) | 120 | 75.00 | 75.00 |
| Golf (1 league) | 50 | 50.00 | 50.00 |
| Tennis (3 leagues) | 75 | 75.00 | 75.00 |
| | | | <u>\$300.00</u> |

C. GENERAL CONTRIBUTIONS

The budget requirements for the activities in the general contributions area represent amounts necessary to defray certain automatic or inherent costs. It is recognized that the budget requirement may in certain cases be disproportionate, however, the amounts suggested are justified when the activity involved is considered.

Page 2

| <u>Activity</u> | <u>No. Agency Participants</u> | <u>Budget Required</u> |
|----------------------------|------------------------------------|------------------------|
| 1. Pentagon Choral | 20 | \$100.00 |
| 2. Rifle and Pistol | 45 | 25.00 |
| 3. Toastmaster | 35 | 35.00 |
| 4. Horseback Riding | 30 | 15.00 |
| 5. Stamp | 40 | 20.00 |
| 6. D.C. Recreation Letter | | 15.00 |
| 7. Football Contest | 500 | 90.00 |
| 8. Archeology | 50 | 25.00 |
| 9. Fencing | 40 | 20.00 |
| 10. Picnics, Outings, etc. | 6-800 | (see equipment) |
| | | <u>\$345.00</u> |

D. EQUIPMENT REQUIREMENTS

| <u>Item</u> | <u>On Hand</u> | <u>Additional Quan. Desired</u> | <u>Unit Cost</u> | <u>Budget Required</u> |
|---------------|----------------|-------------------------------------|------------------|------------------------|
| Football | 1 | 1 | | |
| Badminton | 2 | 1 | \$ 9.95 | \$9.95 |
| Pumps | 0 | 2 | 22.50 | 22.50 |
| Horseshoe Set | 2 | 1 | 2.00 | 4.00 |
| Softball | 1 | 6 | 17.90 | 17.90 |
| Softball Bats | 6 | 6 | 1.60 | 9.60 |
| | | | 1.65 | <u>9.90</u> |
| | | | | \$73.85 |

Note: The equipment in paragraph D above will round out requirements for the items needed to complete 3 "Picnic Sets" (Volley ball and net, horseshoes, softballs and bats, badminton set, and croquet set). Each set is designed to serve groups up to 75 persons.

F. SUMMARIES

| <u>Item</u> | <u>Cost</u> | <u>Budget Required</u> |
|-----------------------|-------------|------------------------|
| 1. Franchise Fees | \$1188.00 | \$828.00 |
| 2. Trophies | 300.00 | 300.00 |
| 3. General Contribut. | 345.00 | 345.00 |
| 4. Equipment | 73.85 | <u>73.85</u> |
| | | \$1,546.85 |

Recreation Officer